

**LEGAL  
REQUIREMENTS**

45 CFR 302.15

Federal regulations require that states compile statistics necessary for reporting data required by the Secretary of Health and Human Services.

**CSE QUARTERLY  
REPORT****General  
Instructions**

Prosecutors in all counties except Wayne must submit the Child Support Enforcement (CSE) Quarterly Report by the 10th day following the end of each reporting quarter. Reporting quarters are:

- January 1 - March 31
- April 1 - June 30
- July 1 - September 30
- October 1 - December 31

The CSE Quarterly Report contains the same data fields as the federal Title IV-D activity report submitted by the Office of Child Support (OCS) to the federal Office of Child Support Enforcement. OCS obtains data from prosecutors, Friends of the Court and support specialists to complete the federal activity report.

The CSE Quarterly Report is system generated. The accuracy of the data on the report depends upon accurate entry of data into the CSES database of the PAAM system. Refer to instructions provided by PAAC/PAAM Technical Services for a listing of those data fields and a description of how cases are selected and counted on the report. The following sections provide a general description of reported items.

**Header**

Header information on the CSE Quarterly Report identifies the county, quarter ending date and date the report was generated.

**Column  
Description**

Column one of the report identifies the items (e.g., cases, activities) counted.

Columns two through four identify IV-D case categories as follows:

- **Column 2, AFDC & Foster Care:** A case in which at least one of the absent parent's children referred for IV-D services is eligible for AFDC or Title IV-E foster care payments.
- **Column 3, Non-AFDC:** A case in which the absent parent's children referred for IV-D services currently receive Medicaid or formerly received AFDC or Medicaid or in which an individual applied for IV-D services.
- **Column 4, AFDC & Foster Care Arrears Only:** A case in which the absent parent's child(ren) are former recipients of AFDC or

Title IV-D foster care payments and in which there support arrearage owed to the State.

A case may meet requirements for reporting both as non-AFDC and as Arrears only.

## ITEM DESCRIPTION

### Section A: Case Inventory

- Item 1**      **Cases Continued from Prior Quarter.** The number of cases with a referral date in a prior quarter (i.e., before the report's begin date) with no disposition date or a disposition that occurred during the quarter (i.e., after the report's beginning date).
- Item 2**      **Cases Opened During the Quarter.** The number of cases opened with a referral date in the report quarter.
- Item 3**      **Cases Closed During the Quarter.** The number of cases closed with a disposition date in the report quarter.
- Item 4**      **Cases Open at the End of the Quarter with Orders Established.** The number of cases that remain open on the last day of the quarter that have support orders established.
- Item 5**      **Cases Open at the End of the Quarter without Orders Established.** The number of cases open on the last day of the quarter that do not have a support order established.

### Section B: Services Required

- Item 6**      **Cases Requiring Location Services to Establish an Obligation.** The number of cases open on the last day of the quarter that require services to locate or relocate the absent parent in order to establish paternity and/or a support order.
- Item 7**      **Cases Requiring Location Services to Enforce or Modify an Obligation.** The number of cases open on the last day of the quarter that require services to locate or relocate the absent parent in order to enforce or modify an existing support order.
- Item 8**      **Children Requiring Paternity Determination Services.** The number of **children** in cases referred for services that were born out of wedlock and for whom paternity has not yet been established.
- Item 9**      **Cases Requiring Services to Establish an Obligation.** The number of cases open on the last day of the quarter that require services to

establish a support obligation. This does not include cases reported on Line 6, Cases Requiring Location Services to Establish an Obligation.

- Item 10**      **Cases Requiring Services to Enforce or Modify an Obligation.** The number of cases open on the last day of the quarter that require services to enforce or modify a support obligation. This does not include cases reported on Line 7, Cases Requiring Location Services to Enforce or Modify an Obligation.
- Item 11**      **Title IV-A Cases Closed Where a Child Support Payment was Received.** This item does not apply to prosecutors.
- Item 12**      **Cases Provided Location Services to Establish an Obligation.** The number of open cases that require or required establishment of a support order in which an absent parent was located or relocated during the quarter by the prosecutor's office.
- Item 13**      **Cases Provided Location Services to Enforce or Modify an Obligation.** The number of open cases that require or required enforcement or modification of an existing support order in which an absent parent was located or relocated during the quarter by the prosecutor's office.
- Item 14**      **Children for Whom Paternity was Established.** The number children for whom paternity was established during the quarter with the assistance of the prosecutor's office (i.e., excludes acknowledgments obtained by hospitals or support specialists).
- Item 15**      **Cases with Support Orders Established.** The number of support orders established during the quarter for child support, medical support and/or health insurance coverage. Count each support order once regardless of the number of obligations (e.g., current support, arrearages, health insurance) included in the order.
- Item 15a**      **Cases that Include Health Insurance and/or Medical Support in the Order.** Of orders reported in Item 15, the number that include provisions for medical support or health insurance coverage.
- Item 16**      **Cases with Support Orders Enforced or Modified.** The number of support orders enforced or modified during the quarter.
- Item 16a**      **Cases that Include Health insurance and/or Medical Support in the Order.** Of orders reported in Item 16, the number that include provisions for medical support or health insurance coverage.
- Item 17**      **Cases with Collections in Second Month of Quarter.** This item does not apply to prosecutors.
- Item 18**      **Cases Initiated in This State During the Quarter.** The number of cases referred to another state during the quarter for IV-D services

(e.g., establishment of paternity and/or a support order under RURESA or the Uniform Interstate Family Support Act.)

**Item 19**      **Cases Initiated in Another State During the Quarter.** The number of cases received from another state during the quarter for IV-D services (e.g., establishment of paternity and/or a support order under RURESA).

**Item 20**      **Cases with Collections in Second Month of Quarter Sent to Another State.** This item does not apply to prosecutors.

**Item 21**      Cases with Collections in Second Month of Quarter Received from Another State. This item does not apply to prosecutors.

**Submission**      Submit three copies of the CSE Quarterly Report to:

Office of Child Support  
Michigan Department of Social Services  
P.O. Box 30037  
Lansing, MI 48909

Retain a copy for your records.

**FIA-285,  
PROSECUTING  
ATTORNEY'S  
QUARTERLY  
REPORT**

**General  
Instructions**

The Wayne FOC must submit form FIA-285, Prosecuting Attorney's Quarterly Report, to OCS by the 10th day following the end of each reporting quarter. Reporting quarters are:

- January 1 - March 31
- April 1 - June 30
- July 1 - September 30
- October 1 - December 31

1. The FIA-285 is a self-carbon form. All entries must be typed or printed with a ball point pen.

2. Record all ADC activity in the upper half of each box. Record all non-ADC activity in the lower (lightly shaded) half of each box.

**Note:** If no activity has taken place, leave the section of the box blank; do **not** enter a zero (0).

3. No entry is to be made in the heavily shaded areas.

4. If a case changes status (i.e., an ADC case becomes a non-ADC case, or a non-ADC case becomes an ADC case), continue to report all activity for that case in the same category in which it was originally recorded. For example, if a case is recorded as an ADC referral and then the ADC case closes but action will continue, all actions on the case should be reported under ADC activities.
5. Prepare four (4) copies each quarter in the fiscal year. Submit by the 10th day following the end of the quarter for which the report applies.
6. Distribute as follows:
  - Retain one (1) copy for your records.
  - Forward the original and two (2) copies to:

Michigan Family Independence Agency  
Office of Child Support  
P.O. Box 30037  
Lansing, Michigan 48909

The Office of Child Support will forward one copy to the MDSS county director and one copy to the OCS district manager.

## Definitions

**Referral** - Referrals will generally be received from: support specialists or the OCS Interstate Support Registry. Referrals for each of a family's absent parents are reported separately. The referring agency is to provide information to identify the IV-D case type (e.g., ADC, non-ADC).

Support specialists refer cases using the Court Action Referral (see Item 200 for description). The referral identifies the assistance status of the custodian and children. When at least one child in the family receives ADC, the IV-D case type is ADC. When no child receives ADC and the assistance status of family members is identified as inactive ADC, active or inactive MA (Medicaid) or Form DSS-1201, Non-ADC Child Support Services Application, is attached to the referral, the IV-D case type is non-ADC.

Referrals received from the OCS Interstate Support Registry are initiated by other state IV-D agencies. Such referrals are generally made using the federally mandated Child Support Enforcement Transmittal and related federal interstate forms. The transmittal or accompanying documentation must identify the case as IV-D (IV-D AFDC/Foster Care or IV-D Non-AFDC) in order for the referral to be considered IV-D and reported on the DSS-285.

**Court Case** - Appearance, pleading, complaint, or other filing in court which requires formal judicial disposition, i.e., order for support or dismissal.

**Court Actions** - Judicial determination of a court case.**Type Of Action**

Types of actions listed on the report are:

1. Family Support Act, MCLA 552.451 et. seq.
2. Emancipation of Minors Act, MCLA 772.1 et. seq.
3. Paternity Act, MCLA 722.711 et. seq.
4. Initiated URESA, MCLA 780.151 et. seq.
5. Responded URESA, MCLA 780.151 et. seq.
6. Other

Any type of court action taken, other than listed above, to obtain court ordered child support.

- a. Action filed under the Poor Law (MCLA 401.1 et. seq.) to obtain an order for child support through the probate court.
- b. A claim in probate court against a deceased obligor's estate for unpaid child support.
- c. Criminal action is pursued to gain child support from a parent.
- d. Prosecutor intervention during the pendency of a divorce action to obtain an interim (or ex-parte) order for child support. (Emancipation of Minors Act may be used instead.)
- e. Prosecutor's appearance at a "show-cause" hearing.
- f. Prosecutor's involvement in determining a child to be not of a marriage (born out of wedlock).
- g. Order modifications.
7. Fraud Relating to Child Support  
Investigation and pursuance of ADC fraud **directly related to paternity and/or child support**, e.g., legal father living in the home, client fails to report receipt of child support payments, etc.
8. Acknowledgment of Parentage, MCLA 700.111

**Column Description****Column 1**

**Referrals - Pending at Beginning of Quarter - Column 14 of Last Quarter.** Enter the figures from column 14 of last quarter's report.

<b>Column 2</b>	<b>Referrals - Received This Quarter.</b> Total number of referrals received during the report quarter.
<b>Column 3</b>	<b>Referrals - Withdrawn or Action Declined by Prosecutor.</b> Total number of referrals disposed of prior to starting a court case, e.g., ADC case is closed and client does not wish to pursue support, divorce is started, prosecutor does not believe a paternity case is strong enough to pursue, etc.
<b>Column 4</b>	Referrals - Active This Quarter - Column 1 plus 2 minus 3. To compute this figure, add column 1 to column 2, then subtract column 3.
<b>Column 5</b>	<b>Court Cases - Pending at Beginning of Quarter - Column 15 of Last Quarter.</b> Enter the figures from column 15 of last quarter's report.
<b>Column 6</b>	<b>Court Cases - Initiated This Quarter.</b> Total number of court cases started during the quarter.
<b>Column 7</b>	<b>Court Cases - Active This Quarter - Column 5 plus 6.</b> To compute this figure, add column 5 to column 6.
<b>Column 8</b>	<b>Court Actions - Orders - Total Number.</b> Total number of child support orders obtained during the quarter.
<b>Column 9</b>	<p><b>Court Actions - Orders - Total of Monthly Obligations.</b> Compute the monthly dollar amount of each order obtained during the quarter, then add the monthly amounts together. If the order states:</p> <ul style="list-style-type: none"> <li>a. weekly amount, multiply amount by 4.345</li> <li>b. bi-weekly amount, multiply amount by 2.173</li> <li>c. semi-monthly amount, multiply amount by 2</li> <li>d. monthly amount, use the amount stated in the order</li> <li>e. percentage of income, use the latest amount assessed and follow the appropriate procedures as stated above.</li> </ul>
<b>Column 10</b>	<b>Court Actions - Settlements - Total Number.</b> Total number of settlements obtained during the quarter. Settlements usually occur only in paternity, estate, and fraud cases.
<b>Column 11</b>	<b>Court Actions - Settlements - Total Amount.</b> Add the total dollar amounts of the settlements together. If the settlement is to be paid in installments, use the total dollar amount of the settlement and report it only for the quarter the order was received.
<b>Column 12</b>	<p><b>Court Actions - Dismissed.</b> Total number of court cases formally dismissed by the court, including cases dismissed under the 182 day rule.</p> <p><b>Note:</b> Report only cases which are currently reported in Column 5 or Column 6. If the case is refiled:</p>

- a. Count again in column 2, "Referrals - Received This Quarter", even if a new referral is not completed; and
- b. Count again in column 6, "Court Cases - Initiated This Quarter".

**Column 13**      **Court Actions - Completed This Quarter - Column 8 plus 10 plus 12.** To compute this figure, add columns 8, 10, and 12 together.

**Column 14**      **Pending End of Quarter - Referrals - Column 4 minus 6.** To compute this figure, subtract column 6 from column 4.

**Column 15**      **Pending End of Quarter - Court Cases - Column 7 minus 13.** To compute this figure, subtract column 13 from column 7.

## OTHER ACTIVITIES

### **Confinement Expenses Ordered**

Two type of entries are required; the total number of orders which include the payment (or repayment) of confinement expenses, and the dollar amount of confinement expenses ordered to be paid. To compute the dollar amount, add the total dollar amounts of the ordered payments together. If the payment is to be made in installments, use the total sum of the expenses to be paid and report it only for the quarter the order was received. Sometimes a court order includes the payment of confinement expenses, but the specific amount to be paid is unknown. These orders should be counted in the total number, but should not be considered when computing the total amount.

### **Acknowledgment of Parentage MCLA 700.111**

Total number of voluntary acknowledgments obtained during the month. If a referral was originally reported as a paternity referral, but an acknowledgment under MCLA 700.111 was obtained instead, it must be closed in column 3 "Referrals - Withdrawn or Action Declined by Prosecutor". If a support order is or will be subsequently obtained, it must be recorded as a referral in column 2 "Referrals - Received This Quarter" for the appropriate statute (e.g., Family Support Act). Do not include cases in which an acknowledgment of paternity was obtained under the Paternity Act (MCLA 722.711 et. seq.) and an order of filiation was obtained. Also, do not include acknowledgments obtained by the support specialist or hospital personnel.

### **Absent Parents Located**

Total number of absent parents located or relocated. A location is defined as the determination of an address at which the absent parent can be served or receive legal notices. This includes either a residence or employment address. If an address is obtained for an absent parent of children in different families, the location is counted for each family referred to the prosecutor. Do not include absent parents located or relocated by the support specialist.



**URESА ACTIVITIES**

<b>Closed ADC Cases</b>	In this section, report RURESА actions during the quarter in closed ADC cases. Report actions to secure ADC arrearages owed to a state on behalf of <b>former</b> ADC clients. Do <b>not</b> include actions on behalf of current ADC clients nor actions on behalf of former ADC clients when there is no ADC arrearage. Information on cases reported in this section also appears in the initiated and responded URESА line items on the DSS-285.
<b>Petitions Initiated to Obtain ADC Arrearages</b>	Of RURESА petitions initiated during the quarter, report the number in which ADC arrearages are owed to the state on behalf of former ADC clients.
<b>Petitions Received to Request ADC Arrearages</b>	Of RURESА petitions received during the quarter report the number in which the initiating state requests a support order in order to secure ADC arrearages owed to a state on behalf of former ADC clients.
<b>Orders Established for ADC Arrearages</b>	Of RURESА orders established during the quarter, in which Michigan is the responding state, report the number in which the absent parent has been ordered to pay arrearages, some or all of which are owed to a state to repay past ADC granted to former ADC clients.